

# **SUBMISSION GUIDELINES**

**For**

**Documents Prepared To Standards Adopted By**

**The Commission on Teacher Credentialing  
and  
The California Department of Education**

**Pursuant To SB 2042**

**FOR PROGRAMS OF**

**PROFESSIONAL TEACHER INDUCTION FOR THE MULTIPLE  
SUBJECT/SINGLE SUBJECT PROFESSIONAL CLEAR TEACHING  
CREDENTIAL**



**September 2005**

**California Commission on Teacher Credentialing  
Professional Services Division  
1900 Capitol Avenue  
Sacramento, CA 95814**

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**Introduction**

In March, 2002, and May, 2002, new Standards of Quality and Effectiveness for Professional Teacher Induction Programs for the Multiple Subject/Single Subject Professional Clear Teaching Credential were adopted by the California Commission on Teacher Credentialing and the California Department of Education, respectively. This document provides specific information to potential induction program sponsors on how to submit program documents for review and approval.

Each proposed program of Professional Teacher Induction must be submitted for State review. Technical assistance is available to sponsors responding to the standards. Please refer to the BTSA Induction website, [www.btsa.ca.gov](http://www.btsa.ca.gov) for the Cluster Regional Director listing.

## **SUBMISSION GUIDELINES FOR SB 2042 INDUCTION PROGRAM DOCUMENTS**

To facilitate the proposal review and approval process, the following instructions are provided for organizations submitting documents for approval under SB 2042. It is essential that these instructions be followed accurately. Failure to comply with these procedures can result in a proposal being returned to the prospective program sponsor for reformatting and/or revision prior to program review.

### **Transmittal Instructions**

Sponsoring agencies are required to submit **three printed copies** of their proposal(s), **including one unbound copy** to the following address:

California Commission on Teacher Credentialing  
Professional Services Division  
1900 Capitol Avenue  
Sacramento, CA 95814

Attention: Karen Sacramento

### **Transmittal Cover Sheet**

Sponsoring agencies should send the SB 2042 Sponsoring Organization Transmittal Cover Sheet with the original signatures of the program contacts and chief executive officer along with their proposal(s).

In addition, each of the four copies of each proposal should begin with completed copies of the SB 2042 Sponsoring Organization Transmittal Cover Sheet. A blank copy of the Transmittal Cover Sheet is included as an appendix to this document.

### **Proposal Organization**

**Each proposal must be organized in the following order:**

1. Transmittal Cover Sheet
2. Table of Contents
3. Responses to Each Standard.
4. Placed in a 3-ring binder

### **The responses to each standard must:**

- be tabbed/labeled to help guide the reviewers
- have numbered pages
- provide supporting evidence, included after each response or organized into appendices. Evidence should be cross-referenced in the response and appendices *must* be tabbed for easy access by reviewers.
- each proposal must conform to the following text requirements:
- use 12 point Times or Times New Roman font
- minimum of one inch margins around each page
- Placed in a 3-ring binder

### **Responding to Standards**

Program proposals should provide sufficient information about how the program intends to deliver content consistent with each standard so that a knowledgeable team of professionals can determine whether each standard has been met by the program.

The written text may be organized in a variety of ways. Both holistic and element-by-element responses, as well as a combination of these approaches are acceptable. Whatever the organizational format, the text must reference all required elements, or address them specifically. ***Responses that do not address each standard and its elements will be considered incomplete.***

Responses should not merely reiterate the standard. They should demonstrate how the standard will be met by describing both the content and processes that will be used to implement the program, and by providing evidence to support the explanation.

The goal in writing the response to any standard should be to describe the proposed program clearly enough for an outside reader to understand what a beginning teacher will experience, as he or she progresses through the induction program, in terms of depth, breadth, and sequencing of instructional and curriculum implementation experiences, and what he or she will know and be able to do and demonstrate at the end of the program. Review teams will then be able to assess the responses for consistency with the standard, completeness of the response, and quality of the supporting evidence.

Some examples of supporting evidence helpful for review teams include:

- Charts and graphic organizers to illustrate program organization and design
- Descriptions of program staff qualifications, including vitae
- Course or training module outlines, if appropriate, showing the sequence of topics, activities, materials and texts used, and out-of-class assignments

- Specific descriptions of assignments and other assessments that demonstrate how the beginning teachers will reinforce and extend key concepts and/or demonstrate an ability or competence addressed in professional development or course offerings.
- Documentation of materials to be used, including tables of contents of reference or other relevant materials, and citations for other reading assignments, if applicable.

Lines of appropriate and relevant supporting evidence will vary with each standard.

### **Packaging Your Submission for Shipment to the Commission**

Please keep the following guidelines in mind:

- Do not use foam peanuts as packaging material
- Do not overstuff the individual binders. Use two binders if necessary.
- Do not overstuff the individual boxes in which the binders are packed, as these may break open in shipment.

ATTACHMENT: Transmittal Cover Sheet

***SB 2042 Program Sponsor - Transmittal Cover Sheet***

***Page 1 of 2***

**1) Sponsoring Organization:**

Name \_\_\_\_\_

**2) Partner Agencies/Organizations** (if the program represents a collaborative partnership): Please attach an additional sheet for partner names if needed

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**3) Program Contacts:**

1. Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**E-mail** \_\_\_\_\_

2. Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**E-mail** \_\_\_\_\_



***SB 2042 Program Sponsor - Transmittal Cover Sheet***  
***Page 2 of 2***

**Chief Executive Officer** (President or Provost; Superintendent):

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

***I Hereby Signify My Approval to Transmit This Program Document to the  
California Commission on Teacher Credentialing:***

**CEO Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_